# CACFP MONTHLY MEAL COUNT SUMMARY

Instructions:

1.  Write the month, year, and date range for each week in the corresponding areas below.
2. Transfer totals of meal counts by **type** (breakfast, lunch, dinner, and snack) and **category** (free, reduced price, and paid) from the "Weekly Meal Count Summary Sheet(s)" to the corresponding row and column on this form.
3. For each row, add all weekly totals from columns C-G, and record the monthly total for that meal type and category in column H.
4. **Transfer totals in column H to the corresponding monthly "Claim for Reimbursement" form.**          MONTH/YEAR_____

| (A)<br>MEALS SERVED | (B)<br>CATEGORY | (C)<br>WEEK 1 | (D)<br>WEEK 2 | (E)<br>WEEK 3 | (F)<br>WEEK 4 | (G)<br>WEEK 5 | (H)<br>*TOTALS* |
|---|---|---|---|---|---|---|---|
| | Dates: | | | | | | |
| BREAKFAST | FREE | | | | | | |
| | REDUCED | | | | | | |
| | PAID | | | | | | |
| LUNCH | FREE | | | | | | |
| | REDUCED | | | | | | |
| | PAID | | | | | | |
| DINNER | FREE | | | | | | |
| | REDUCED | | | | | | |
| | PAID | | | | | | |
| SNACK | FREE | | | | | | |
| | REDUCED | | | | | | |
| | PAID | | | | | | |

revised 9/05

# CACFP WEEKLY MEAL COUNT SUMMARY
## BY AGE / CLASS ROOM

Instructions:

1. Write the week, year and the class number/name in the corresponding areas below.
2. Transfer totals of meal counts by **type** (breakfast, lunch, dinner, and snack) and **category** (free, reduced price, and paid) from the "Daily Record of Meals Served" to the corresponding row and column for each class.
3. For each row, add columns C-I and write the total in column J.
4. Transfer totals from Column J to the "CACFP Meal Count Sheet for the Month".

**WEEK/YEAR OF:** _____

| (A)<br>MEALS SERVED | (B)<br>CATEGORY | (C)<br>CLASS 1 | (D)<br>CLASS 2 | (E)<br>CLASS 3 | (F)<br>CLASS 4 | (G)<br>CLASS 5 | (H)<br>CLASS 6 | (I)<br>CLASS 7 | (J)<br>*TOTALS* |
|---|---|---|---|---|---|---|---|---|---|
| **CLASS # OR NAME:** | | | | | | | | | |
| BREAKFAST<br>(B) | FREE | | | | | | | | |
| | REDUCED | | | | | | | | |
| | PAID | | | | | | | | |
| | | | | | | | | | |
| LUNCH<br>(L) | FREE | | | | | | | | |
| | REDUCED | | | | | | | | |
| | PAID | | | | | | | | |
| | | | | | | | | | |
| DINNER<br>(D) | FREE | | | | | | | | |
| | REDUCED | | | | | | | | |
| | PAID | | | | | | | | |
| | | | | | | | | | |
| SNACK<br>(S) | FREE | | | | | | | | |
| | REDUCED | | | | | | | | |
| | PAID | | | | | | | | |
| | | | | | | | | | |

revised 9/05

| Class: | CACFP WEEKLY RECORD OF MEALS SERVED | | | | | | |
|---|---|---|---|---|---|---|---|

*Instructions: Meal counts must be recorded by child, "at the point of service." Enter a "B" for breakfast, "S" for snack, "L" for lunch, and "D" for dinner.*     revised 9/05

Month/Year:_____

| Child's First and Last Name | MONDAY DATE:_____ B | S | L | S | D | TUESDAY DATE:_____ B | S | L | S | D | WEDNESDAY DATE:_____ B | S | L | S | D | THURSDAY DATE:_____ B | S | L | S | D | FRIDAY DATE:_____ B | S | L | S | D | TOTALS ACROSS B | S | L | S | D |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL (ACROSS) | B | S | L | S | D | B | S | L | S | D | B | S | L | S | D | B | S | L | S | D | B | S | L | S | D | | | | | |
| TOTAL (DOWN) (Must equal totals across) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FREE Meals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REDUCED Meals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTHER (Paid) Meals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| **PAGE TOTALS:** | | BREAKFAST (B) | LUNCH (L) | DINNER (D) | SNACK (S) | **Edit check:** |
|---|---|---|---|---|---|---|
| **Instructions:** Transfer page totals to the "Weekly Meal Count Summary Sheet by Class/Age" or "Meal Count Sheet for the Month." | FREE | | | | | Totals across in shaded area above equal totals down |
| | REDUCED | | | | | |
| | OTHER (PAID) | | | | | |

**Only 2 meals and 1 snack or 2 snacks and 1 meal may be claimed per child per day.**

**Class:**

# CACFP WEEKLY RECORD OF MEALS SERVED

*Instructions: Meal counts must be recorded by child, "at the point of service." Enter a "B" for breakfast, "S" for snack, "L" for lunch, and "D" for dinner.*

Month/Year:_____

| Child's First and Last Name | MONDAY DATE:_____ | | | | | | TUESDAY DATE:_____ | | | | | | WEDNESDAY DATE:_____ | | | | | | THURSDAY DATE:_____ | | | | | | FRIDAY DATE:_____ | | | | | | TOTALS ACROSS | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | B | S | L | S | D | S | B | S | L | S | D | S | B | S | L | S | D | S | B | S | L | S | D | S | B | S | L | S | D | S | B | S | L | S | D | S |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **TOTAL (ACROSS)** | B | S | L | S | D | S | B | S | L | S | D | S | B | S | L | S | D | S | B | S | L | S | D | S | B | S | L | S | D | S | | | | | | |
| **TOTAL (DOWN)** (Must equal totals across) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FREE Meals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **REDUCED Meals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **OTHER (Paid) Meals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**PAGE TOTALS:**

**Instructions:** Transfer page totals to the "Weekly Meal Count Summary Sheet by Class/Age" or "Meal Count Sheet for the Month"

| | BREAKFAST (B) | LUNCH (L) | DINNER (D) | SNACK (S) |
|---|---|---|---|---|
| FREE | | | | |
| REDUCED | | | | |
| OTHER (PAID) | | | | |

**Edit check:**
Totals across in shaded area above equal totals down [ ]

**Only 2 meals and 1 snack or 2 snacks and 1 meal may be claimed per child per day.**